



THE CITY OF HARRISON

Municipal Offices  
300 George Street  
Harrison, OH 45030  
513-367-2111

[www.harrisonohio.org](http://www.harrisonohio.org)

DATE : \_\_\_\_\_ DATE REC'D: \_\_\_\_\_

NAME: \_\_\_\_\_ TIME REC'D: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREFERRED METHOD OF CONTACT:

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OTHER: \_\_\_\_\_ (specify method)

TOPIC TO BE ADDRESSED:

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DATE YOU WISH TO ADDRESS COUNCIL: \_\_\_\_\_

HAVE YOU ADDRESSED COUNCIL CONCERNING THIS TOPIC BEFORE?

YES: \_\_\_\_\_ When: \_\_\_\_\_ NO: \_\_\_\_\_

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**Instructions:**

Please complete form and submit as noted below. Every effort will be made to allow you to address Council at the requested meeting. If this is not possible efforts will be made to notify you and arrangements for an alternate date will be made.

1. Drop off at the receptionist's desk at the Harrison Community Center by 7pm the night of the meeting you wish to speak during.
2. Email to: [info@harrisonohio.gov](mailto:info@harrisonohio.gov) by 3pm on the day of the meeting in which you wish to speak.
3. Fax to: 1-513-367-3592 by 3pm on the day of the meeting in which you wish to speak.

NOTE: No visitors will be allowed to speak unless scheduled.

**Rules to be observed while addressing Council:**

1. Visitors will address Council as part of the "reports" section of the meeting. Please note this occurs after the "business" section of the meeting.
2. Time limits will be imposed. These limits may vary based upon the number of visitors.
3. All visitors will be courteous and respectful while addressing Council.
4. All visitors will address Council from the podium near the front of Council chambers. If special accommodations are required please advise us in advance.
5. Visitors shall not be disruptive during the meeting.